UST CERTIFICATION OF DEFAULT

STEP 1   Choose **Bankruptcy** from main menu

STEP 2   Choose **Misc. Events** category

STEP 3   Enter case number; click [NEXT]

STEP 4   Select **UST Certification of Default** from drop down list; click [NEXT]

STEP 5   Click [NEXT] to skip the **Joint Filing** screen

STEP 6   **Select the Party** screen displays. Highlight your name; click [NEXT]

STEP 7   Click [NEXT] to skip the screen "The following attorney/party associations do not exist
                    for this case" **Do not place a check mark in the box**

STEP 8   Upload PDF file and any attachments; click [NEXT]

STEP 9   Place a check in the box **Refer to existing event(s)** ; click [NEXT]

                    ☛   *NOTE THE 5-DAY OBJECTION DEADLINE DATE*

STEP 10   Select the category of documents to which your document refers; click [NEXT]

STEP 11   Place a check in the box next to the appropriate matter; click [NEXT]

STEP 12   Confirm case name and number; click [NEXT]

STEP 13   Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

                    ☛   *Text of docket entry <u>cannot</u> be modified from this screen. If modification
                          is necessary use [BACK] button on your browser. **THIS IS THE ONLY
                          OPPORTUNITY TO MODIFY INFORMATION OR ABORT
                          TRANSACTION***

SAMPLE DOCKET TEXT

**UST Certification of Default filed by Trustee (related document(s)[5]).
Objection deadline is 9/13/2002.**

STEP 14 **Notice of Electronic Filing** displays.